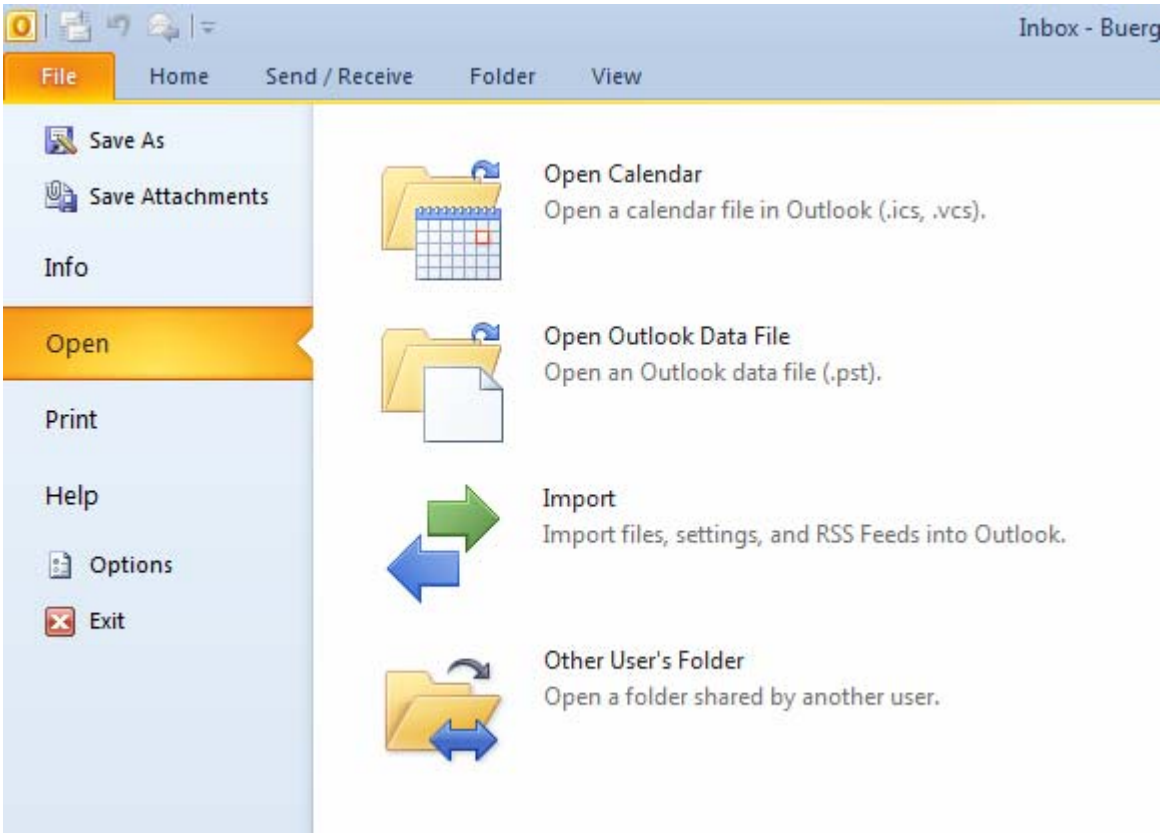
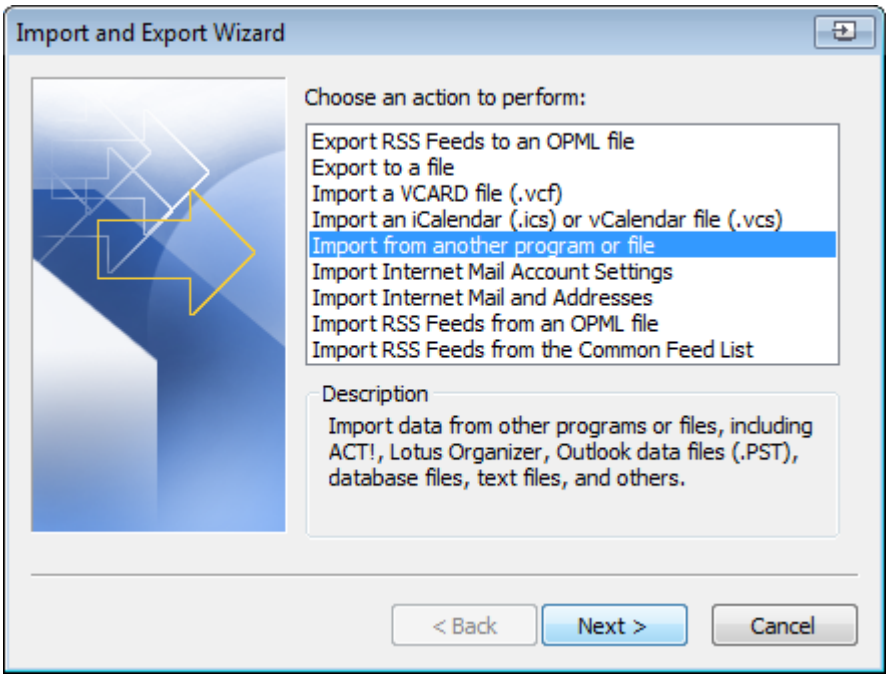
# Importing a CSV file into your Outlook Calendar

In Outlook 2010:

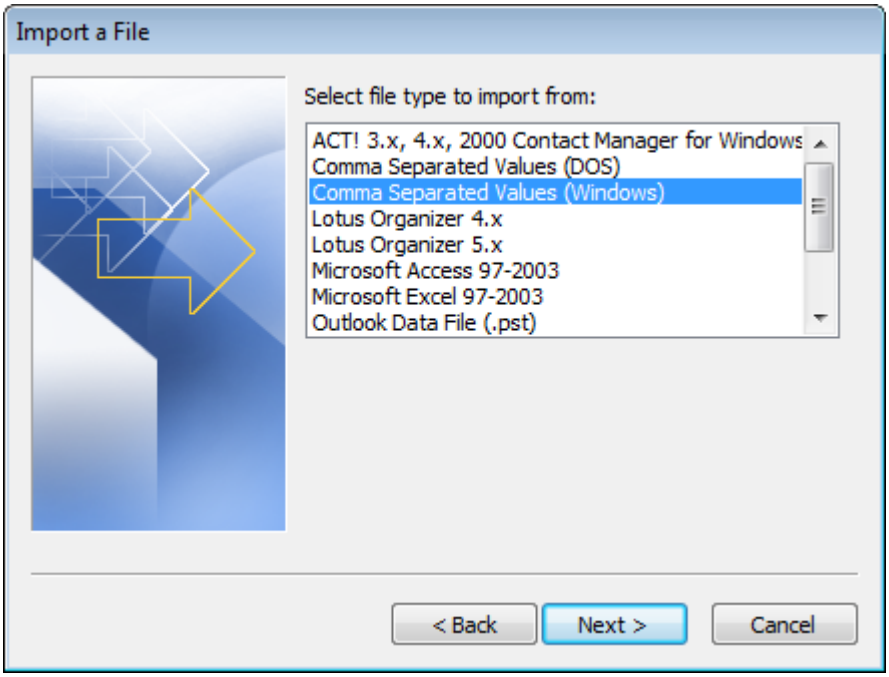
1. Go to *File* and choose *Open*



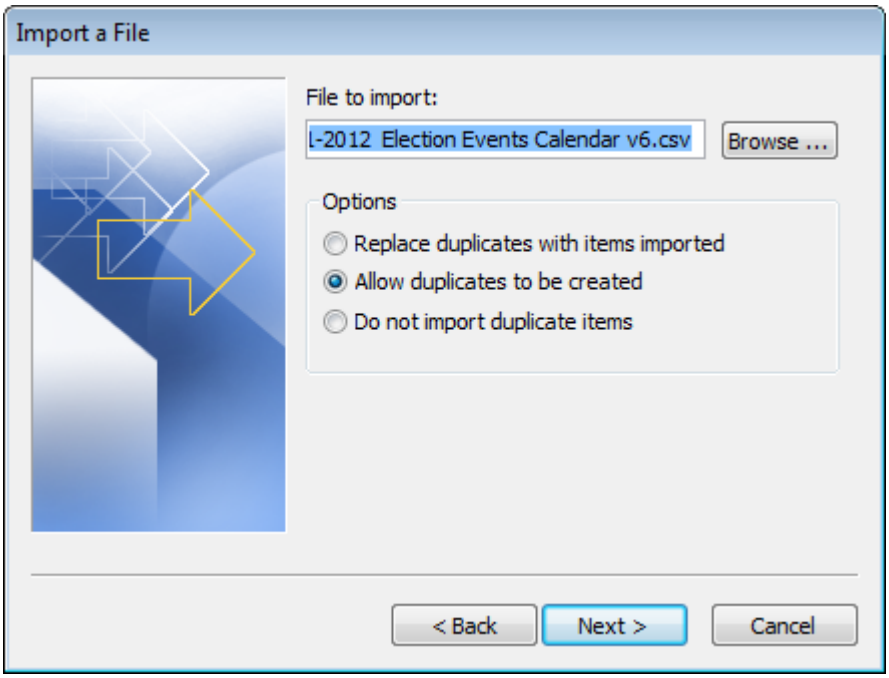

2. Select *Import*, Select *Import from another program or file* and click *Next*



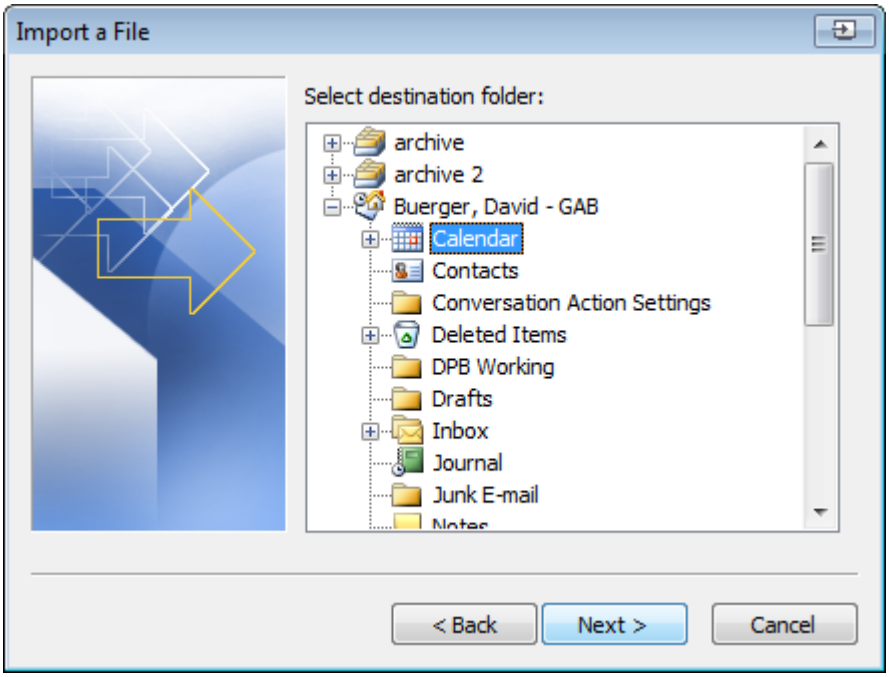
3. Select *Comma Separated Values (Windows)*, and click *Next*

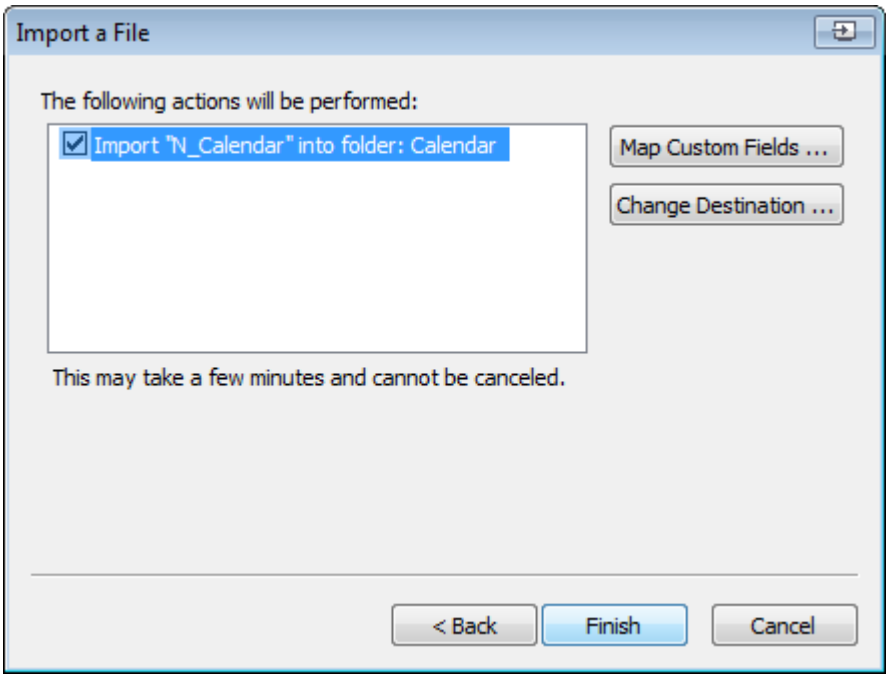



4. Click *Browse* and navigate to the location where you saved the CSV file and click *OK*, and then click *Next*



5. Select the calendar you want to add to, then click *Next*




6. Click *Finish*